

COMMUNICATION STUDIES - CERTIFICATE OF ACHIEVEMENT LEVEL 1

The Certificate of Achievement in Communication Studies focuses on employment and professional growth for incumbent workers, as well as individuals looking for personal growth and employability. Additionally, the Certificate of Achievement in Communication Studies fulfills one of the most desired skills required by employers. This includes public speaking, cultural understanding and diversity, listening skills, conflict management, effective group communication and persuasion.

Students must satisfactorily complete all certificate courses with a grade of "C" or better and at least 3 courses in the certificate must be completed at San José City College.

Program Learning Outcomes

- Express and convey message clearly for effective oral communication.
- Demonstrate effective listening skills to comprehend spoken messages, analyze information critically, and consider multiple perspectives.
- Participate in the civic life of their communities through public address and civic engagement, and advocate for positive change.
- Articulate the importance of diversity, differing belief and value systems, as well as individual opinions.
- Apply interpersonal skills to create and maintain successful and beneficial social and civic relationships.

Certificate Requirements

Code	Title	Units
Required Courses		
COMS 020	Oral Communication	3
COMS 035	Intercultural Communication	3
COMS 018	Introduction to Communication Studies	3
or COMS 040	Introduction to Argumentation	
COMS 010	Interpersonal Communication	3
or COMS 045	Small Group Communication	
Select one of the following:		1-3
CA 070D	Microsoft PowerPoint Level 1	
CA 075D	Microsoft PowerPoint Level 2	
JOURN 022	News Writing and Reporting for the Media	
Total Units		13-15